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**CITY OF WHITTIER, ALASKA
RESOLUTION 2022-008**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WHITTIER, ALASKA, AUTHORIZING DISTRIBUTION OF THE CITY
OF WHITTIER EMPLOYEE POLICY AND PROCEDURES MANUAL**

WHEREAS, Whittier Municipal Code Section 2.70 *Personnel Administration* establishes
a system of uniform personnel regulations with the aim of improving the quality of
personnel administration and providing uniformity in human resource matters; and

WHEREAS, the Whittier Municipal Code establishes the general regulations
guiding
administration of the City's personnel system, including general provisions, employee
conduct, grievance committee, organization and delegation of authority, classification of
positions, salary administration, employment benefits, recruitment and selection,
performance evaluation, employee development, and other miscellaneous provisions; and

WHEREAS, the Whittier City Council passed Resolution #58-2015 on July 21,
2015 to rescind Resolution 999-12 (passed on March 6, 2012 – adopting a Policies and
Procedures Manual) on the basis that that the Policy and Procedures Manual purportedly
duplicated what was already established by Municipal Code and created confusion; and

WHEREAS, more recently, the Whittier City Council directed administration to
bring forward a new Employee Policy and Procedures Manual with the aim of providing
best employment practices and creating uniformity of policies that will carry forward from
one administration to the next; and

WHEREAS, the new Employee Policy and Procedures Manual establishes
employment expectations, promotes uniformity of policy, and promotes a harmonious
workplace by clarifying employment expectations around a wide range of topics including
not only those addressed within City Code, but more broadly related to topics such as use
of cell phones, business atmosphere, progressive discipline, reporting of work-related
injuries, Alaska's Family Leave Act, use of City internet and computers to promote cyber
security, prohibitions regarding smoking and drugs and alcohol, drug testing, workplace
violence, sexual harassment, acceptance of gifts, traveling on behalf of the City, accident
reporting, and many other important policies that promote a safe and productive work
environment; and

WHEREAS, the Employee Policy and Procedures Manual has been reviewed by all
City staff who provided comments and input, by the city attorney, and in a work session

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with the Whittier City Council, with the aim of obtaining consensus about the employment practices governing City of Whittier employees; and

WHEREAS, it is necessary to ensure employees are aware of the laws, rules, and regulations that govern their employment, and the Employee Policy and Procedures Manual provides a handbook for employees to easily find topics related to their employment and employee standards of conduct; and

WHEREAS, the Employee Policy and Procedures Manual will be periodically reviewed and amended as needed to promote employment best practices.

NOW, THEREFORE, BE IT RESOLVED THAT: The Whittier City Council by this resolution hereby directs the Employee Policy and Procedures Manual be distributed to all current and future employees.

PASSED AND APPROVED by a duly constituted quorum of the city council this 15th day of March, 2022

THE CITY OF WHITTIER, ALASKA


Dave Dickason, Mayor

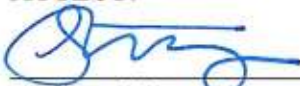
AYES: Blair, Shen, McCord, Wagner, Dickason

NAYS: None

ABSENT: Denmark, Pinguoch

ABSTAIN: None

ATTEST:


Naelene Matsumiya
City Clerk